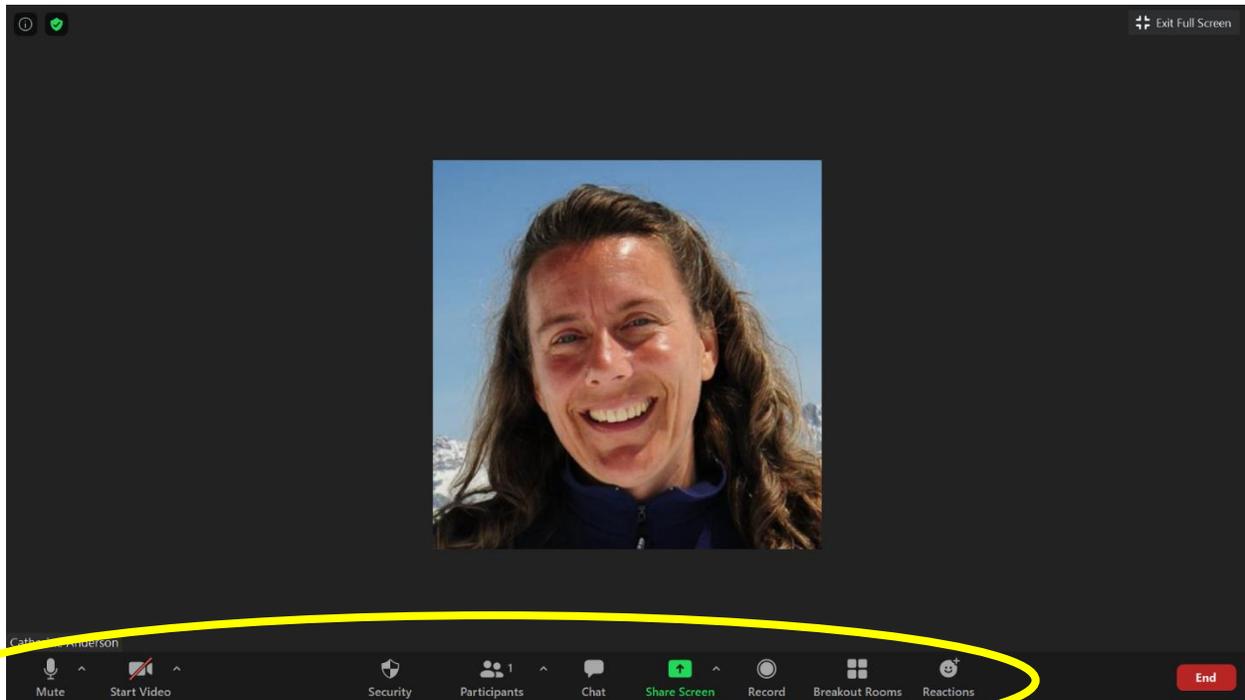# 2020 NE MN Synod Assembly
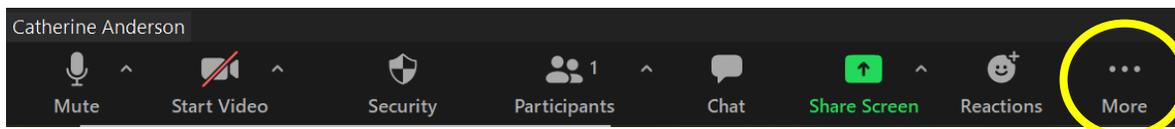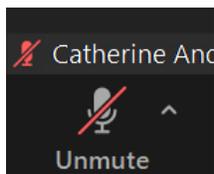# Zoom Controls to Know

Zoom Toolbar

The toolbar with control icons is located at the bottom of your screen. To make the toolbar visible, hover your cursor over the screen or tap touchscreens with your finger.

If your screen is minimized, or you are using a tablet or smartphone, some of the controls may be listed under the "More…" button.
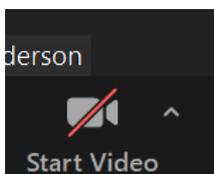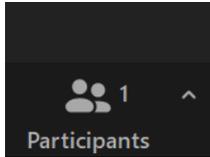

Mute/Unmute

This should be set to mute unless you are called upon to speak during the Assembly. You know you are muted if there is a red line through the icon. If you have trouble hearing or your microphone is not working, you might try clicking on the ^ arrow to the right of the icon and select a different microphone or speaker.
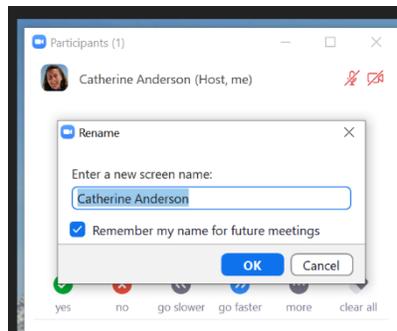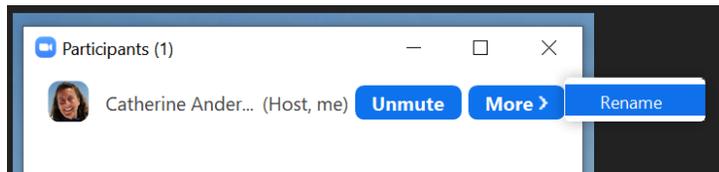
Start Video/Stop Video

This turns your camera on or off. You are required to have your video turned on if speaking to the Assembly. When off, the box will display your name or your picture (if you have a Zoom account). If your internet is slow, it can be helpful to turn off your video.

Participants

When you click on the Participants icon, it will give you access to several options that will be helpful and necessary during the Assembly.
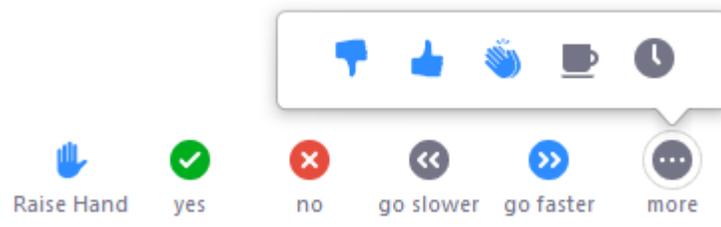
Rename: If you need to change the name listed to match your Synod Assembly credentials, hover your cursor over your name, click on "more" and enter your name.

Raise Hand: You can click on this icon to notify the chair you would like to speak.
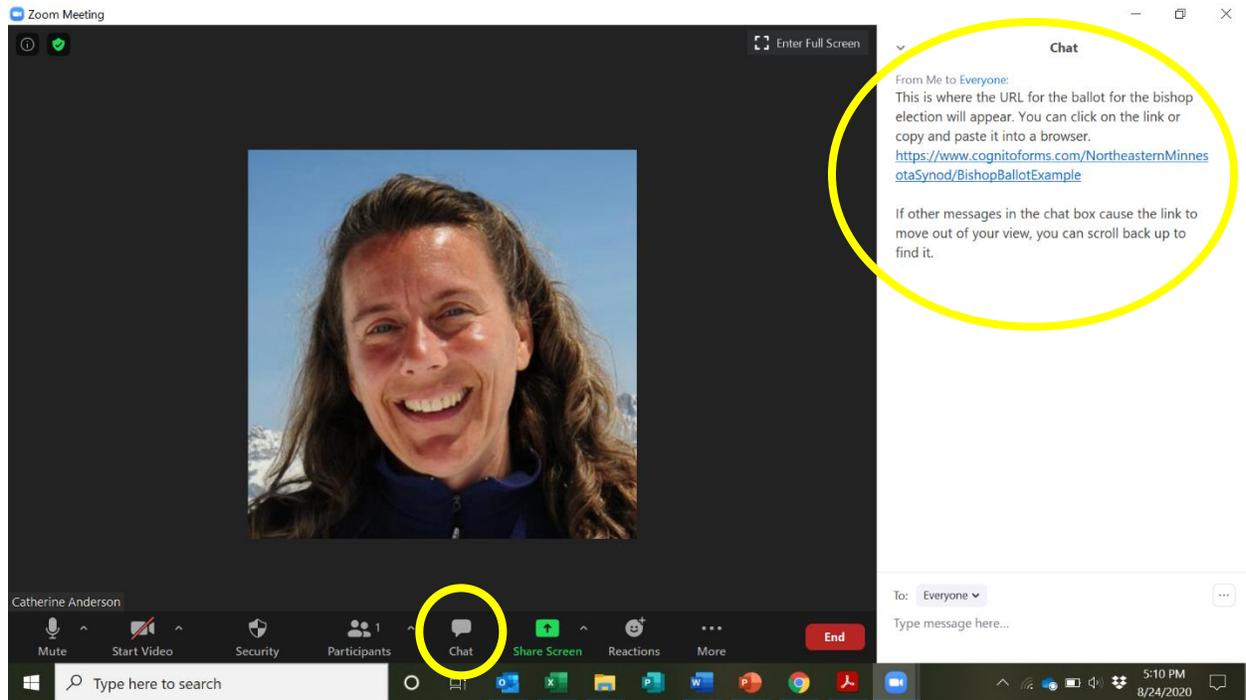
Yes/No: We will use these icons to vote for simple ballots. They are similar to the red/green cards typically used as Synod Assembly.

Thumbs Up/Thumbs Down/Applaud: You can use these icons to respond non-verbally to comments being made.

Chat

Click on the Chat icon to open up the dialogue box. If you are in full screen, it will appear as a pop-up box. If exit out of full screen, it will appear on the right side of your screen. The comments posted in the chat box will be saved and included in the official minutes of the Synod Assembly. Please only post comments pertaining to Synod Assembly business.

Zoom Window

If your window with the Zoom meeting disappears when you click on the link for the Bishop Election Ballot, you can pull it back up again by clicking on the blue Zoom icon on your computer taskbar.

For more help on Zoom features:

Attendee Controls in Meetings:
https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting